

GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner



- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: PURCH & PROC SPEC (SP) (WORKING TITLE: PROCUREMENT OFFICER)
POSITION NUMBER:	00052685
LOCATION:	FINANCE OFFICE, ATLANTA, GEORGIA
POSTING DATE:	JULY 15, 2015
APPLICATION DEADLINE:	JULY 29, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	17
ENTRY SALARY:	COMMENSURATE WITH EDUCATION AND EXPERIENCE

DESCRIPTION OF DUTIES:

(1) Develops Request for Quotes (RFQs), Request for Proposals (RFPs), and other solicitation documents based on specified sourcing strategies.

- Checks and corrects issues with technical writing such as clarity of specifications and grammatical errors. Conducts the technical writing of solicitation documents in compliance with applicable laws, policies, and procedures.
- Communicates policy and procedures clearly and effectively in order to obtain desired results and ensure purchasing personnel adhere to regulatory guidelines and departmental policy.
- Monitors efficacy of instructions through work review and approval process established by statutes, policies and guidelines.
- Reviews purchasing requests periodically, identifies areas in need of changed/enhanced procedures using input from buying teams and information from vendors, and documents problems.
- Develops and recommends more efficient procedures to correct current and/or anticipated problems.

2. Supervises and plans the work of staff in performing procurement responsibilities. Provides staff with clear performance expectations and objectives. Tracks and reviews established metrics to provide constructive feedback and evaluate the performance of staff. Identifies training and/or development opportunities for assigned staff.

- Defines goals and/or required results at beginning of performance period and gains acceptance of ideas by creating a shared vision.
- Communicates regularly with staff on progress toward defined goals and/or required results, providing specific feedback and initiating corrective action when defined goals and/or results are not met.
- Confers regularly with staff to review employee relations climate, specific problem areas, and actions necessary for improvement.
- Evaluates employees at scheduled intervals, obtains and considers all relevant information in evaluations, and supports staff by giving praise and constructive criticism.
- Recognizes contributions and celebrates accomplishments.
- Motivates staff to improve quantity and quality of work performed and provides training and development opportunities as appropriate.

3. Develops, communicates, and implements agency procurement strategy. Sets sourcing strategy based on overall procurement objectives, customer needs, supply market dynamics, technological changes in the marketplace, and other relevant factors. Establishes work plans and identifies key members for solicitation team. Compiles and analyzes data.

- Reviews Invitations to Bid (ITB's) for completeness and accuracy of the bid package prior to releasing for bid.

- Verifies eligibility and advisability of proposed renewals by using producer price index, market conditions, and input from purchasing agents and vendors.
- Assures timely progress through the procurement cycle via automated status control reports and feedback from purchasing agents, customers, and vendors.
- Reviews/approves end results of purchasing agents' award recommendations to ascertain that sound evaluations have been given according to established guidelines.

4. Develops negotiation strategies based on vendor response and market analysis to identify possible outcomes. Leads negotiation with selected vendors. Guides the strategic sourcing team to award the contract to the most qualified vendor.

- Analyzes status reports regularly for quantity and complexity of requisitions received and processed.
- Identifies delays in processing and expedites procurement process by reassigning or assisting in areas where needed.
- Advises management of critical delays when necessary.

5. Serves as central point of contact for customers and vendors. Establishes and maintains effective channels of communication and working relationships with customers and vendors. Facilitates communication of solicitations in accordance with established formats and timeframes. Supports the capture of all documents related to solicitation into Document Retention. Answers protests and/or vendor questions for specific solicitations in accordance with established timeframes. Ensures that customer service standards are met in all procurement activities for category(s).

- Functions as liaison between agency and vendor to resolve disputes and interruptions of supply or service in a prompt and appropriate manner.
- Demonstrates innovative alternative solutions in developing contingency plans to resolve compliance problems.
- Investigates and identifies cause of problem and determines action required to resolve and prevent reoccurrence.
- Advises senior level management as necessary of status of problem resolution.

6. Manages category(s) and contracts on an on-going basis in accordance with the overall category procurement strategy and priority targets.

- Researches market trends and conditions to identify and develop reliable methods of procurement for various commodities and services.
- Plans appropriate distribution of major purchases over time in order to take advantage of cyclical fluctuations in market prices.
- Attends vendor presentations as available to obtain current information on new services, products, and product changes.

7. Evaluates and monitors contracts performance to ensure compliance with contractual obligations and to determine need for changes.

- Speaks at seminars, workshops, and/or training classes to educate interested parties on procurement issues as requested.
- Confers regularly with agency procurement personnel and vendors to assist with answering procedure/policy questions.
- Distributes changes in procurement policies, procedures, and methods to appropriate personnel in a timely manner.

8. Establishes and or maintains the inventory control systems and a records retention and disposal system.

- Participates in internal and external educational programs as available for continuing professional education.
- Participates in regular meetings of available and applicable professional organizations.
- Reads and evaluates professional literature on continual basis, translates complex or technical information into a form that can be understood by others, and distributes as needed.
- Incorporates knowledge of pertinent new trends and developments into section policies and procedures and makes recommendations for any related organizational changes.

9. Organizes procurement, storage and inventory maintenance and distribution of supplies, equipment and services.

- Treats customers with respect, courtesy and tact; listens to customer and interacts with customer as a person while maintaining business relationship.
- Communicates with customers and obtains all required information necessary to determine and address their specific needs; tactfully explains why, if service cannot be provided.
- Provides clear, accurate information; explains procedures or materials or provides supplemental information; anticipates problems and questions.

10. Utilizes computer skills to create, manage, analyze, and document sizable datasets and /or research information. Prepares technical or statistical reports.

- Treats all other state personnel fairly, giving no one preferential treatment.
- Communicates accurate information to all other state personnel in a professional and courteous manner that conveys a willingness to assist.
- Accepts direction and feedback from supervisors and follows through appropriately.
- Accepts responsibility for mistakes and takes action to prevent similar occurrences.
- Uses appropriate, established channels of communication.

11. Insures the development and capture of knowledge management activities.

12. Develops and maintains professional knowledge of the procurement field. Complies with the Georgia Procurement Manual, procurement rules, and regulations. Understands legal implications and possible complications. Identifies and attends appropriate training related to procurement field.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university in business administration, public administration or a directly related field AND Three years of experience in a purchasing environment, one year of which was at a lead/supervisory level; OR Six years of experience in a purchasing environment; OR One year of experience at the lower level or position equivalent

*Note: Professional experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions may substitute for the degree on a year to year basis.

*Note: If you are applying for this position based on the college credit, you must submit a copy of your **official** college transcript to help determine if you meet the qualifications for this position. Failure to submit a transcript will result in not being eligible for this position.

PREFERRED QUALIFICATIONS: *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Earned a Georgia Certified Purchasing Manager Certification;
- State or Federal procurement experience;
- Experience processing bids and negotiating and administering contracts;
- Experience supervising purchasing staff;
- Extensive governmental purchasing experience in a comprehensive or large scale setting, and experience developing and training staff;
- Computer skills including knowledge and experience with Microsoft Windows applications as well as State of Georgia Procurement System.

HOW TO APPLY: (We accept state applications by any method listed below. Resumes may be submitted in addition to the state application.)

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to GDAPersonnel@agr.georgia.gov.

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

The GDA is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.

All qualified applicants will be considered, but may not necessarily receive an interview. No notification will be sent to applicants except those who are selected for interviews.

**IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**